

**STATE OF UTAH
DEPARTMENT OF
CORRECTIONS**



**DIVISION OF INSTITUTIONAL
OPERATIONS**

**INMATES' FAMILY MEMBERS AND
FRIENDS ORIENTATION MANUAL**

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Introduction

This is an introductory packet for people who have family members or friends who are incarcerated. Although you have seen movies about prison life, you will find real prisons are different. You now need to know what to expect when dealing with the staff and administration of the prison. You also need to become familiar with what to expect when you come to the prison for visiting or for any other business. You may also want to know how to keep in touch and maintain ties with inmates while they are incarcerated.

This packet is written in an easy question and answer format, and tries to answer the most frequently asked questions. This packet will also start to prepare you in your expectations and help give you an understanding of how and why things are done the way they are.

This packet has 12 other sections that include general information, the Reception and Orientation (R & O) unit, daily routines, inmate classification, telephone and other subjects. It also includes the rules and regulations for visiting so you can read them prior to visiting prison sites.

General Information

Q. Where do inmates live?

- A. Inmates can live in one of the State's two prison sites (referred as complexes) or in one of several county jails that have qualified to house state inmates. Inmates are housed based on their gender, classification and security levels, employment status, and habilitative opportunities, as well as on the facilities' space availability and management issues. In most cases, inmates are not segregated because of their offense(s).

The two prison sites are the Utah State Prison in Draper and the Central Utah Correctional Facility in Gunnison. The Draper complex consists of eight facilities: Lone Peak, Olympus, Oquirrh, Promontory, SSD, Timpanogos, Wasatch and Uinta. The Gunnison complex consists of five facilities: Aspen, Birch, Cedar, Dogwood, and Gunnison 1. Most facilities have several housing units.

The Inmate Placement Program places inmates in the different county jails throughout the state.

In addition, a few inmates are placed in out-of-state prisons, federal correctional facilities, and private correctional facilities through the Western Interstate Compact and the Interstate Corrections Compact.

Q. Who is in charge?

- A. The state prisons are part of the Division of Institutional Operation of the Utah State Department of Corrections. Each complex has a warden and deputy wardens. The housing facilities have a correctional facility administrator, and the housing units within the facilities have a captain and/or a lieutenant. In addition, the complexes have a watch commander on duty 24 hours a day. If you call or write about a concern, you may be referred to one of these administrators. Usually your concerns will be referred to the housing unit captain or caseworker.

Q. What do the caseworkers do for the inmates?

- A. Caseworkers may be a contact person for inmates, family members and friends who have questions about the inmate. Caseworkers also aid inmates through some of the processes inside the prison such as providing information on getting into school, work or programming, etc.

Q. Can I tour the prisons?

- A. Due to safety and security reasons, the public cannot tour the prisons. If you are on an inmate's approved visiting list, you will be able to come onto prison property to visit the inmate in designated visiting areas.

Q. What is the food like at the prisons?

A. The meals at the prisons are designed by a dietician to ensure that daily nutritional values are met. The meals served are varied and well prepared. Most inmates will receive their meals on insulated trays delivered to the housing units. Other inmates receive their meals in a cafeteria. It is similar to a school lunch program.

Q. How are the prisons cleaned?

A. Inmates are expected to clean their personal areas. Inmate crews are paid to clean and maintain the common areas.

Q. What is the training of the officers employed by the prisons?

A. The majority of officers are certified as correctional officers and have peace officer authority. Their training consists of a 13-week Peace Officer Standard and Training course, which covers topics such as inmate management, psychology, crisis intervention techniques and legal issues. The remaining officers, who have eight additional weeks of training, are certified as peace officers. All officers are required to complete an additional week of training every year.

Reception and Orientation Unit

Q. What is the reception and orientation unit?

A. Inmates are housed in a reception and orientation (R & O) unit when they first enter the prison system. The purpose of an R & O unit is to intake, orient, and prepare the initial classification assessment and management action plan (MAP) for all incoming inmates. Inmates are photographed, fingerprinted, and given a Utah State Prison number as part of the identification process. Physical, dental, and eye examinations are conducted, and various tests are administered to detect physical or mental health problems. Inmates receive an orientation handbook that explains the rules of the prison, the Inmate Code of Conduct, and the different programs that are available.

Q. What is a management action plan?

A. MAP is an abbreviation for Management Action Plan. It is a written plan developed by the Division of Institutional Operations professional staff. It identifies programming and work assignments that could help inmates make necessary changes in their lives so they do not reoffend. The MAP tracks inmates' programming and work from the time they enter the prison until they are released. The MAP is also used to determine the inmates' classification and privilege matrix. It is a voluntary program.

Q. How long are inmates in an R & O unit?

A. Inmates who are in prison for the first time or who are returning for a new charge are assigned to an R & O unit for approximately four to six weeks. Inmates who have returned because of a parole violation generally spend two to three weeks. Inmates often stay in an R & O unit longer than outlined above waiting for a bed to become available in the housing area.

Q. Why does it take so long for a new inmate?

A. Newly committed inmates need to go through an evaluation, assessment and classification process. Information is compiled from the courts, county jails and Adult Probation and Parole to complete the assessment and classification.

Q. Where does the inmate live after leaving an R & O unit?

A. Inmates are transferred to available appropriate facilities based upon their classification.

Q. Why is everything taken away when entering an R & O unit?

A. To ensure the safety and security of the prison, inmates can only have specific items. When inmates enter an R & O unit their property and clothing are inventoried and taken from them. Their property is sent to the prison's property unit to be mailed out, picked up by friends or family members, or donated to charity.

Inmate Classification

Q. How are inmates classified?

A. Inmates are classified to place them in the proper housing unit in an attempt to provide safety for the community, staff, and other inmates. Inmates are initially classified in an R&O unit. Inmates are reviewed or reassessed for level changes at least once a year, or more often according to their projected release date or poor behavior. At the prison sites there are five levels of classification. Most inmates have a level 3 or 4 classification:

Classification	Facilities
Maximum security	Uinta facilities
Level 1 - Intensive custody	Highly structured and supervised environment; typically confined to cell 23 hours a day; restrained in the presence of non-inmates.
Level 2 - Close custody	Typically confined to cell 21 hours a day; must be escorted by an officer when leaving unit.
Medium security	All facilities except Uinta, Lone Peak
Level 3 - Inside compound	Must remain inside a perimeter fence.
Level 4 - On property	Must stay on prison property but may go outside the fence on supervised work details. Need a parole date to reach this level.
Minimum security	Medium security facilities, Lone Peak
Level 5 - Off property	May, on approval, leave prison property (home visits, off-property UCI work detail, etc.)

Inmates also are classified based on their personality type, which is determined by a combination of life history and the inmate's behavior while incarcerated. Three categories are used:

1. **Kappa** - assertive and sometimes aggressive,
2. **Omega** - not usually the aggressor or the victim, and
3. **Sigma** - more passive and easygoing

Inmates are housed on the total of their classification. Inmates with the same personality type are housed together. Kappa and sigma inmates are not housed together.

Q. What if an inmate disagrees with his/her classification?

A. Inmates may challenge a classification decision by completing a classification challenge form and submitting it to the classification review officer. A challenge must be based on one or more of the following: 1) the decision was based on insufficient or incorrect information, 2) procedures were not properly followed, or 3) the move to a less-secure classification jeopardizes the inmate's safety or the security of the institution. The classification review officer's decision is final.

Privilege Matrix and Offender Management Review Teams

Q. What is the privilege matrix?

A. The privilege matrix system is a tool used to give inmates an opportunity to demonstrate they can act responsibly. Privileges are progressively more permissive with control gradually being shifted back to the inmate. Housing unit staff and the offender management review team (OMR) reinforce manageable inmates by giving them more privileges, and manage disruptive inmates by taking away their privileges.

Q. What constitutes a privilege?

A. Privileges include everything the inmate is allowed to have. This includes: the number of visits and phone calls inmates can have; how much out-of-cell time or yard time is allowed; what time they are locked up each night; how much money they can spend in the commissary; what type of job they can have; how they access education, programming, and religious volunteers; and finally, where they eat their meals.

Q. Who reviews the inmate's privileges?

A. Each facility has an OMR who reviews the inmate's progress and/or failures at least once a year or more often as deemed necessary. The inmate and the OMR discuss issues of MAP compliance, progress in treatment, education, mental health, prison work, abuse of leisure time, security or management/behavior issues, classification reassessments, and privilege levels.

Daily Routine

Q. What is a typical day for inmates?

A. Most level 3 and 4 inmates wake up between 6 and 7 a.m. Inmates are expected to clean their cells, take care of personal hygiene, and are given an opportunity for breakfast. They are then expected to go to their work or schooling assignment.

Officers count the inmates between 11 a.m. and noon, and then inmates are offered lunch at their assignment. If inmates do not have a work or schooling assignment, they are usually expected to stay on their housing unit.

Officers count the inmates again between 4 and 5 p.m. and then inmates are offered dinner. In the evening, inmates are either locked in their cell based on their privilege matrix level or provided with the opportunity for recreation and therapy. Generally, inmates are secured in their cells at 10 p.m. for the night.

Q. What type of education is available to the inmates?

A. Inmates can take basic education through high school classes through a local school district and limited college courses through Utah State University. In addition, a wide variety of community education classes are taught by volunteers. These not-for-credit classes are intended to enhance inmates' life skills and allow them to develop their talents in many areas.

Q. Who can work?

A. All inmates are expected to work. However, classification level, Board of Pardons and Parole actions, and disciplinary convictions impact what jobs inmates may have.

Q. What type of jobs are available?

A. Inmates can work in their housing unit or facility, outside the perimeter fence or off prison property depending on their classification level. There are clerical, culinary, grounds, janitorial, laundry, maintenance, manufacturing, sewing, and telemarketing jobs available.

Q. What therapeutic opportunities are available?

A. The prison's programming unit offers therapeutic opportunities such as Alcoholics Anonymous, Narcotics Anonymous, other substance abuse classes, sex offender therapy, anger management, cognitive reconstructing, art/drawing classes, Bible study, and many other programs. Inmates have the responsibility to participate in therapeutic groups, especially if it is part of their MAP. Their participation is considered by the prison for classification decisions and by the Board of Pardons and Parole when determining the inmate's release date.

Q. What can inmates do in their free time for leisure activities?

A. Under specific conditions inmates have access to gymnasiums, outdoor recreational yards, libraries, and rental televisions. The prison's recreation department schedules a variety of sports, competitions, and tournaments. The recreational department also arranges for hobby craft classes.

The prison's library system is part of the Utah State Library system. Inmates have access to most books that are available in the public libraries.

Inmates can lease portable televisions from the prison by paying an initial deposit and monthly fee. So other inmates are not bothered, these televisions can only be heard with headsets. Occasionally movies are available through close-circuit television for inmates to watch in their cells.

Q. What type of religious counseling is available at the prison?

A. The religious needs of inmates are addressed through the Volunteer/Chaplaincy services program. There are part-time chaplains and faith group volunteers who provide ministerial care to the entire prison community. They encourage inmates to stay in touch with their particular faith by offering pastoral counsel and guidance. Some of the religious groups represented are the Church of Jesus Christ of Latter Day Saints; Episcopal, Presbyterian, Roman Catholic, and Southern Baptists churches; Jewish congregations; Jehovah's Witnesses; and Native American. Other groups may be served by volunteers.

Telephone Calls

Q. How can I get an inmate to call me?

A. The purpose of telephone calls is to supplement written correspondence (writing a letter). Officers do not accept telephone messages for inmates. If there is an emergency situation, officers will evaluate and verify the emergency before delivering the message.

Inmates fill out a telephone request for approval of telephone calls. The form requests the person's name, address, telephone number, and relationship to the inmate. A computer program clears the telephone numbers.

Q. How often can an inmate call me?

A. While assigned to an R & O unit, inmates may call once a week either on Saturday or Sunday. After the inmates are out of the R & O unit, they can make phone calls based on their privilege matrix level. Level 3, 4 and 5 inmates usually have access to a phone during most of the day.

Q. Is there a charge for the telephone calls?

A. Yes. The phone system allows for collect calls only. If you accept the call, the charge is placed on your telephone bill. When you answer the telephone, a recorded message will instruct you that a call is coming from the prison and will ask you if you will accept the call. The message explains how to accept the call. The charge is regulated by the telephone company, and long distance charges apply.

Q. Are the telephone calls monitored?

A. Yes. Calls originating from the prison are monitored and recorded. When you accept the call, your consent is implied.

Q. What if I do not want an inmate to call me?

A. You have three options

1. have the telephone company put a voluntary block on your telephone line,
2. notify the prison phone contractor at (801) 576-7681 that you want your telephone number blocked, or
3. do not accept the call and hang up.

Mail, Commissary, and Property

Q. How soon can I start sending letters to an inmate?

A. Inmates may receive mail as soon as they come to prison.

Q. How do I address the envelope?

A. The mailing addresses for inmates are

Inmate's full name and	Inmate's full name and
Utah State Prison (USP) number	USP number
Housing unit	Housing section
Utah State Prison	CUCF
P.O. Box 250	P. O. Box 898
Draper, Utah 84020	Gunnison, Utah 84634

See Appendix A for a listing of the county jail addresses.

Q. What happens when inmates move to a different housing unit?

A. The mailroom locates where inmates have moved to and forwards the mail to them. Mail will be forwarded for 90 days to inmates who have been paroled from prison, if the inmate provides a forwarding address.

Q. Can I send pictures in the mail?

A. Inmates are allowed to keep a small number of pictures. These pictures cannot be Polaroids or pornographic in nature. Once they have exceeded the number of pictures allowed by their privilege matrix, inmates may be required to send back the excess pictures.

Q. Can I send an inmate a birthday or Christmas present through the mail?

A. Inmates are not allowed to receive packages in the mail. Newspapers, magazines, and books may be mailed directly to inmates by the publisher or bookstore. Personal items such as clothing, jewelry, and toiletries may not be mailed to inmates.

Q. What happens if I mail unauthorized materials?

A. Unauthorized materials and contraband found in mail addressed to inmates will be rejected and returned to the sender with a form explaining the violation.

Q. How can I send inmates money through the mail?

A. Inmates are not allow to possess cash money while in prison. Deposits can be made to an inmate's account with cashier's checks or money orders payable to the Inmate Trust Fund and sent to:

Inmate Accounts
P.O. Box 250
Draper, Utah 84020

Inmate Accounts
P.O. Box 898
Gunnison, Utah 84634

The deposits must contain the inmate's full name and USP number and the complete name and address of the sender. An example is:

Pay to the Order of: Inmate's full name
 USP #
 Sender's complete name
 Sender's complete address

Some of this information may have to be written of the cashier's check or money order before sending it. Personal checks and cash will not be accepted. Money for inmates in county jails must be sent directly to the appropriate county jail.

Q. How can I drop off money for an inmate?

A. Cashier's checks or money orders can be dropped off at a drop box located at the prison's property unit, which is located at 14400 Pony Express Road (the west frontage road) in Draper or at the visiting desk in the Administration Building in Gunnison.

Q. Is there another way for an inmate to get money?

A. All capable inmates are expected to work and are compensated at least \$0.40 per hour. Inmates get paid once a month and are expected to budget their money.

Q. What happens to inmates who don't have money?

A. Inmates who don't have money over a period of time are considered indigent. The prison provides all necessary items for inmates who are incarcerated. Additional money is only needed to make purchases from the commissary.

Q. What is the commissary?

A. The commissary is a system through which inmates may purchase additional convenience items that they are allowed to have. Inmates can purchase grocery items, personal goods, hobby craft items, and some clothes. This amount is based on the inmates' property and privilege matrix. Inmates can order commissary items once a week. Payment for commissary items is completed by transferring funds from the inmate's account to the commissary account.

Q. What if inmates cannot order what they want from the commissary?

A. If the item is not in the commissary, inmates cannot have it. The inmate's property and privilege matrix outlines what items he/she can have.

Q. What is the inmate property matrix?

A. The property matrix lists the type and quantity of items inmates can have in their possession based upon their classification. If inmates' property exceeds what is allowed by their property matrix, they will be required to send items out. This is common with photographs and hobby-craft items.

Q. How do I pick up an inmate's property?

A. Once the inmate has designated you to pick up his/her property, it will be available at the property unit. To inquire about the availability of an inmate's property, please call 576-7951 or 576-7952 in Draper or 582-6411 in Gunnison. The Draper property unit is located at 14400 Pony Express Road (the west frontage road) in Draper.

The Draper site property unit's hours are:

Sunday	Noon to 7:00 p.m.
Monday	8:00 a.m. to 9:00 p.m.
Tuesday	8:00 a.m. to 9:00 p.m.
Wednesday	8:00 a.m. to 3:30 p.m.
Thursday	8:00 a.m. to 3:30 p.m.
Friday	8:00 a.m. to 3:30 p.m.
Closed Saturdays and holidays	

The Gunnison property unit is located in the property office in the warehouse. The VDS can give you directions. The property unit's hours are:

Monday - Friday	8:00 a.m. to 4:00 p.m.
Saturday	9:30 a.m. to 6:00 p.m.
Closed Sundays and holidays	

Visitation

Q. Do inmates have the right to visitation?

A. Visitation serves an important role in preserving the relationship between inmates and their families and friends. However, visitation is a privilege, not a right, and is subject to rules, regulations, and procedures. A copy of these rules will be given to you the first time you visit. A copy is also attached to this manual (Appendix B). Inmates are not assigned to specific facilities for the convenience of visitation.

Q. How do I get on an inmate's visiting list?

A. Once the inmate you would like to visit starts the process by applying to have your name placed on his/her visiting list, you will be required to fill out an application, which the inmate must send to you. (Appendix C). After you have returned your application to the appropriate visiting office, officers will perform a background check. If you are approved, your name will be placed on the inmate's visiting list.

Q. How will I know if I am approved and when I may visit?

A. The inmate will be notified and will let you know that you have been approved. The inmate should also let you know what his visiting times are. Officers cannot tell you whether you have been approved.

Q. Are children under 18 allowed to visit inmates?

A. Minor children are only allowed to visit inmates when accompanied by their parent, legal guardian, or an immediate family member possessing a notarized statement from the child's parent or legal guardian. You will need to provide copies of birth certificates and/or adoption documentation and/or court documents establishing legal guardianship, and fill out a Declaration of Minor Visitors form (Appendix D) prior to visitation. Only minor children who are listed on the form will be allowed to visit.

Q. How much information does the prison need to do a background check?

A. The visit application asks for your full name, previous names or aliases, date of birth, and street address, as well as copies of your Social Security card and driver's license or state I.D. number. Depending on your specific circumstances, you may need to send your birth certificate, marriage certificate, or divorce decree to verify your relationship to the inmate.

Q. How long does the process take?

A. Usually it takes two to three weeks for approval once the request has been received by the Department of Correction; however, it may take up to 45 days.

Q. What can I do if my visit request has been denied?

A. You can appeal to the warden in writing. The warden's decision is final.

Warden
Utah State Prison
P.O. Box 250
Draper, Utah 84020

Warden
Central Utah Correctional Facility
P. O. Box 898
Gunnison, Utah 84634

Q. If I have been on an inmate's visiting list in the past, do I have to reapply?

A. Each time inmates enter an R & O unit, they will be asked to update their visiting card. Parole violators need to resubmit visiting applications. All visiting files are reviewed and updated every year. If you have voluntarily taken your name off an inmate's visiting list, you must wait for three months before you can reapply.

Q. How do I find out the visiting schedule?

A. Different facilities have different visiting schedules. Visiting days for most facilities are Friday through Tuesday. Inmates can tell you when you can come out to visit. You may also call the facility where the inmate is housed to verify the schedule, which is rotated monthly. Inmates classification determines how long they can visit (Appendix B).
Draper site: Lone Peak - 253-5020, Oquirrh - 576-7178, Promontory - 553-9841,
Timpanogos - 576-7800, Wasatch - 576-7014, Uinta - 576-7300.
Gunnison site: All housing units - (435) 528-6500.

Q. Is there a dress code?

A. Yes. The complete dress code has been included in Appendix E.

Q. Will I be searched when I go into or out of the prison?

A. As a condition of entering a secured facility, all staff, visitors, and business contractors coming onto prison property are subject to a search and inspection of their vehicles and property by officers or canine units. If you refuse a search of your property, you will be denied entry and/or be required to leave prison property.

Officers search vehicles and property to ensure everyone's safety and to look for items that are not allowed into the prison. Some items such as tobacco and pepper spray, which although not illegal, are considered contraband inside the prison. Other items that are not allowed on prison property include alcohol, explosive items, poisons, weapons, and controlled substances. Any visitor who brings controlled substances onto prison property and attempts to give them to an inmate may be charged with a felony.

When leaving prison property, all vehicles are searched again. An officer will ask you to open the trunk of your car for a visual inspection.

Q. What will happen the first time I visit an inmate?

A. During your first visit you will be given a set of rules and regulations to read prior to visiting. You will also be asked to sign a visitor consent form (Appendix F) indicating that you have read and understand the rules and regulations.

Q. What can I bring to a visit?

A. Visitors are not permitted to bring items of any kind to inmates. Visitors may bring up to \$10 in coins to purchase soft drinks for consumption during the visit. Visitors with infants or small children may bring one transparent bottle and two diapers. The facilities are tobacco-free. Visitors are not permitted to bring cigarettes, cigarette lighters, matches, or any tobacco products into the facilities.

Q. What are the reasons I would not be able to visit with an inmate?

A. You will be turned away from visiting for any of the following reasons:

1. you are not on an approved visiting list;
2. you are visiting at the wrong time;
3. you are not within dress standards;
4. the inmate is locked down;
5. the facility is locked down;
6. you have violated a rule during a previous visit;
7. you have litigation pending;
8. you have an extensive criminal history;
9. you are a crime partner or victim of the inmate;
10. you are a former employee, volunteer, contractor, or student intern; or
11. you are under the influence of alcohol or drugs;
12. the inmate is in the R&O unit.

Health Care

Q. How soon are inmates seen by the medical department?

A. Inmates are given a medical screening the first day they come to prison. While in an R & O unit, medical department employees give inmates a complete physical examination.

Q. How can inmates see a doctor?

A. Inmates can receive a doctor's appointment by filling out a sick call request form. These forms are picked up every day and are evaluated by a qualified staff member to determine when an appointment is needed. Most facilities have two sick calls scheduled each week. In case of an emergency, staff have specific guidelines to evaluate the situation and access medical staff for appropriate medical and follow-up care.

Q. Is there a charge for the visit?

A. The medical department is a managed-care system. Co-payments apply to all inmate-initiated medical visits and prescriptions. Inmates will not be denied services for lack of funds.

Q. What other medical care is available at the prison?

A. Inmates can receive dental, eye, and mental health care while they are incarcerated.

Q. What can inmates do if they become depressed while in prison?

A. Depression and/or anxiety is common in prison. Inmates can fill out a mental health request form, or ask an officer, caseworker, or health care worker to have someone from the mental health unit talk to them. Inpatient and outpatient treatment are provided for inmates with mental health needs.

Q. What happens to an inmate who has a physical disability?

A. The prison is mandated to comply with the Americans with Disability Act (ADA) standards. Procedures are in place for inmates to be considered under this act.

Q. How do inmates get their medication?

A. Depending on the type of medication, inmates may get a blister pack of medication for a certain time period. If the medication needs to be more tightly controlled, inmates may attend the pill line, which is held twice each day.

Q. What happens if the prison's medical unit cannot care for an inmate?

A. The prison's medical unit has a contract with regional hospitals to provide appropriate medical care.

Grievance and Disciplinary Processes

Q. How does an inmate file a complaint?

A. An inmate may file a complaint through the prison's grievance process. This process allows the inmate to make allegations of personal injury, loss, or harm caused by the application or omission of a policy or practice by a staff member, inmate action, or incident. Officers try to resolve grievances at the lowest possible administrative level. Inmates cannot grieve parole procedures or decisions, disciplinary decisions, or classification decisions.

Q. What happens to an inmate who causes problems at the prison?

A. Discipline and classification procedures are maintained to reasonably ensure the safety of inmates, staff, and visitors. Inmates are expected to follow all of the rules and restrictions outlined in the Inmate's Code of Conduct.

When inmates violate the code of conduct, an officer may issue a violation report or a disciplinary report. Hearings are conducted by independent disciplinary hearing officers who, while providing the inmate due process, hear the allegations and decide the inmates' guilt or innocence. When a hearing officer finds the inmate guilty, they dispense appropriate sanctions. Sanctions may include verbal reprimands, fines/restitution, in-cell confinement, or privilege restrictions. Hearing officers can also refer inmates to their OMR team so they can review the inmate's behavior. Inmates who have excessive code violations may have their classification level and/or privilege matrix lowered.

Q. What if an inmate disagrees with a disciplinary conviction?

A. Disciplinary convictions and sanctions may be appealed to the Department's Administrative Law Judge based only on one or more of the following factors

1. disciplinary procedures were not properly followed,
2. there was not evidence to support the disciplinary findings, or
3. the disciplinary sanction was clearly arbitrary, capricious, or unreasonably harsh.

Board of Pardons and Parole

Q. How do inmates get out of prison?

A. After inmates have been sent to prison, they can only be released through a court order, a Board of Pardons and Parole decision or by completing their entire sentence (expiration of sentence).

The Board of Pardons and Parole decides how much time inmates will serve of their sentence and the conditions of their parole. Most inmates are released by a Board of Pardons and Parole decision. The Board can release inmates on parole or terminate their sentences.

Q. Who are the Board of Pardons and Parole members?

A. The Board of Pardons and Parole is the releasing agency for the State of Utah. The Board of Pardons decides if and when inmates should be paroled and the conditions of their parole. The board members are appointed by the governor. There are five full-time members and five pro tempore members. The Board of Pardons and Parole is a separate organization from the Department of Corrections.

Q. What is an indeterminant sentence?

A. In Utah, judges sentence inmates for an indeterminant amount of time. Sentences are for a range of time, for example 0 to 5 years, 1 to 15 years, or 5 to life. The Board decides how much time the inmate will be in prison and out on parole. The Board also decides if an inmate who has violated the conditions of his/her parole should be return to prison.

Q. How soon does an inmate meet with the Board of Pardons and Parole?

A. Inmates meet with the Board for their original hearing based on the length of their sentence. Inmates sentenced on a third degree felony (0 to 5 years) usually meet with the Board three months after entering prison. Inmates sentenced on a second degree felony (1 to 15 years) usually meet with the Board nine months after entering prison. Inmates sentenced on a first degree felony (5 years to life), a sex offense, or a second degree felony in which a life was taken will be notified by the Board of the month and year for their original hearing.

Q. How much time do inmates usually serve?

A. Inmate files are reviewed on a case-by-case basis. Before making a decision, the Board reviews the inmate's crime and previous criminal history, educational level, social level, institutional history and adjustment, work history, and potential to re-offend. They also review letters from therapists, friends, family members, prosecutors, judges and victims, and the Department of Corrections' recommendation. The Board's goal when setting parole dates is to

1. set an appropriate punishment for the crime,
2. protect the public, and
3. encourage habilitative efforts when possible.

The department uses a matrix when making a recommendation to the Board of Pardons and Parole. The Board does not have to follow the department's recommendation. The Board's decision is final.

Q. May I attend a Board of Pardons and Parole hearing?

A. Yes. Board of Pardons and Parole hearings are open to the public. Anyone who can be allowed on prison property can attend hearings, including the news media.

Q. May I visit with an inmate after a Board of Pardons and Parole hearing?

A. Under specific circumstances, such as coming to a hearing from out-of-state, special visits may be arranged in advance through the appropriate housing unit visiting office (see visiting section). If the arrangements are not approved in advance, you cannot visit.

Q. How do I learn more about the Board of Pardons and Parole?

A. For more information, contact the Board of Pardons and Parole at (801) 261-6464 or write:

Board of Pardons and Parole
448 East 6400 South
Murray, Utah 84107

Inmate Placement Program

Q. What is the inmate placement program?

A. Because of the limited bed space at the prisons, the Department of Corrections has contracted with county jails to house state inmates. Currently more than 800 state inmates are housed in county jails throughout the state.

The inmate placement program also houses a limited number of inmates in other states' facilities, private correctional facilities, and federal correctional facilities.

Q. Whose rules do the inmates in the inmate placement program follow?

A. Inmates are subject to the policies and procedures; telephone, commissary, and visiting privileges; and grievance and disciplinary processes of the contract facility where they are housed.

Q. Who do the inmates talk to if they have a problem?

A. Inmates should discuss their day-to-day problems concerning incarceration with administrators of the contract facility.

Inmate placement program coordinators are at the county jails at least once every two weeks to meet with inmates who have issues with the Department of Corrections. Inmates must complete a request form to set up an appointment.

If you have questions concerning an inmate who is housed out of state, you may write:

Inmate Placement Program
6100 South Fashion Boulevard
Murray, Utah 84107

Conclusion

Q. Who can I talk to if I have questions that were not addressed?

A. You can call the Department of Corrections' Constituent Services Office at (801) 265-5516.

We hope that this guidebook is useful for you and has answered many question that you have about the prison system. We hope this guide will also show you what happens to an inmate while in prison.

Prepared by Lt. Russ Andrus and Heather Nelson

APPENDIX A - County Jail Addresses and Telephone Numbers

Beaver County Jail
P.O. Box 391
2160 South 600 West
Beaver, Utah 84713
(435) 438-6430

Box Elder County Jail
P.O. Box 888
50 South 1000 West
Brigham City, Utah 84302
(435) 734-3838

Cache County Jail
50 West 200 North
Logan, Utah 84321
(435) 752-0060

Carbon County Jail
240 West Main
Price, Utah 84501
(435) 637-1621

Daggett County Jail
P.O. Box 432
Highway 43, 3 miles west of
Manila
Manila, Utah 84046
(435) 784-3255

Davis County Jail
P.O. Box 130
800 West State Street
Farmington, UT 84025
(801) 451-4299

Duchesne County Jail
P.O. Box 985
21554 West 9000 South
Duchesne, Utah 84021
(435) 738-0190

Garfield County Jail
P.O. Box 370
45 South Main
Panguitch, Utah 84759
(435) 676-2678

Grand County Jail
125 East Center
Moab, Utah 84532
(435) 259-8115

Iron County/Utah State
Correctional Facility
2136 North Main Street
Cedar City, Utah 84720

Kane County Jail
76 North Main
Kanab, Utah 84741
(435) 644-2349

Millard County Jail
765 South Highway 99
Fillmore, Utah 84631
(435) 743-5302

San Juan County Jail
P.O. Box 788
297 South Main
Monticello, Utah 84535
(435) 587-2237

Sanpete County Jail
160 North Main Street
Manti, Utah 84642
(435) 835-2195

Sevier County Jail
835 East 300 North
Suite 300
Richfield, Utah 84701
(435) 896-2660

Summit County Jail
6300 No. Silver Creek Dr.
Number 5
Park City, Utah 84098
(435) 615-3723

Tooele County Jail
47 South Main
Tooele, Utah 84074
(435) 882-5600

Uintah County Jail
Courthouse
204 East 100 North
Vernal, Utah 84078
(435) 781-5424

Wasatch County Jail
1361 South Highway 40
Heber City, Utah 84032
(435) 657-1619

Washington County Jail
750 South 5400 West
Hurricane, Utah 84737
(435) 656-6600

APPENDIX B - Visitor Rules and Regulations

General Visitor Rules

1. Visitors shall be required to complete the visitor's consent form prior to being allowed to visit.
2. Visitors shall comply with the DIO rules, policies, and procedures.
3. Visitors not in compliance with visiting rules shall be warned and/or required to leave the visiting area.
4. These rules apply without exception to all units at the Utah State Prison. In addition, due to the security problems unique to the Uinta (Maximum Security) facilities, further and more specific visiting procedures apply in that area.
5. All in-laws and step-relations shall be required to have their spouse or other approved adult present while visiting.
6. Visitors shall only have access to those areas specifically designated as visiting areas.
7. Visitors who have questions regarding the rules, regulations and procedures are responsible to make a request in writing to the Director of Institutional Operations/designee of visiting areas.
8. Divorced visitors shall provide proof of divorce to the warden/designee before they shall be allowed an unmarried visitor of the opposite sex on their list.
9. Divorced inmates shall provide proof of divorce before they shall be allowed to visit an inmate of the opposite sex.
10. Except for members of the inmate's immediate family, persons visiting inmates of the opposite sex shall be accompanied by one or more of the following, who shall remain with the visitor for the duration of the visit:
 - a. visitor's spouse,
 - b. inmate's spouse, and/or
 - c. inmate's parent(s)
11. Revisions to the policies and procedures shall be posted in the visiting area 30 days prior to implementation.

Visitor's Lists/Authorization

1. A visitor's name shall be on an approved list. In the event of a special/emergency visit, the request shall be evaluated by the warden/designee.
2. Any employee, contractor, volunteer or student who has terminated employment or services with the Department may not be cleared for visits until one year has elapsed from the time of termination of employment or services (exceptions shall be evaluated by the Director, Institutional Operations/designee).

Visitor Entry/Processing

1. Visitors shall be required to complete the visitor's consent form prior to visiting.
2. The visiting supervisor shall ensure that a signed visitor's consent form is on file.

Visitor Conduct

1. Sexual conduct between inmates and visitors such as petting, fondling, prolonged kissing or bodily contact, etc., is prohibited.
2. Visitors shall not be permitted to leave and re-enter the visiting area during a visit.
3. Any visitor found in possession of illegal contraband shall be detained and the matter referred to the Enforcement and Investigations Bureau; in addition, this visitor may have his visiting privileges suspended, restricted or revoked and his name removed from the inmate's visiting list pending a hearing before the Administrative Law Judge for a final decision.
4. Any visitor found in possession of non-illegal contraband may have his visiting privileges suspended, restricted or revoked.
5. A visit may be terminated for foul and abusive language/conduct or refusal to comply with DIO rules, policies and procedures.
6. Visitors with babies shall bring into the visiting area no more than one baby bottle and no more than two diapers.
7. Inmates are responsible for the behavior of visiting children. Sanitation problems caused by children shall be taken care of immediately.
8. Smoking is not permitted.
9. Visitors shall not be permitted to bring cameras or audio/video recording devices into the visiting area.

10. Any visitor who exhibits characteristics that would indicate that he might be under the influence of drugs or intoxicants shall be detained and the matter referred to the Enforcement and Investigations Bureau.
11. Any visitor who exhibits inappropriate or abusive behavior shall be denied entry into the visiting room or, if already in the visiting room, shall be required to leave the visiting area and exit prison property.
12. Visits shall not exceed two hours. Exceptions shall be evaluated on a case-by-case basis.

Visits Suspended, Restricted or Revoked

1. The visiting supervisor may suspend, restrict or revoke visiting privileges if the behavior of the visitor/inmate during a visit jeopardizes the safety, security, management and control of the institution.
2. If any visit is suspended, restricted or revoked, or if a visitor is asked to leave during a visit:
 - a. the reason shall be documented, and written notification of rule infraction shall be forwarded to the visitor,
 - b. at the end of the suspension period, the visitor may request a review of his visiting status with the warden/designee, and the warden may:
 - (1) reinstate visits, or
 - (2) continue the suspension or revoke the visiting privilege, visitors not satisfied with the warden's decision, have 15 calendar days from the date of the warden's written decision to challenge the decision to the DIO director,
 - c. the decision of the DIO director is final.

Processing Visitors Entering Visiting Area

1. Visitors shall leave their identification at the visiting desk except at the Timpanogos Facility where the visitors shall retain their identification.
2. Visiting staff shall verify that a visitor is on an inmate's approved visiting list and verify that a signed visitor's consent form is on file prior to visiting.
3. If a visitor's consent form is not on file, the visitor shall be required to complete the form prior to visiting.

UINTA VISITING

General

1. General visiting regulations apply to Uinta visiting. Additional regulations are also required.
2. Visits at the Uinta facilities shall be barrier only.

Visiting Time/Duration

1. Visits shall not exceed one and one-half hours at Uinta II and III. Exceptions shall be evaluated on a case-by-case basis.
2. Visitor access shall not be permitted during any scheduled visiting period if less than 30 minutes remain in the visiting period.

Visitor Processing

1. Visitors shall present themselves to the VDS officer for clearance to the Uinta facilities. The Vehicle Direction Officer shall notify Uinta Administration Control and obtain clearance for the visitor to proceed to the Uinta gate entrance on the quarter hour.
2. The visitor shall be met at the Uinta gate by an enforcement officer.
3. All persons entering the Uinta facilities shall provide identification before access is allowed.
4. The visitor may lock personal items in the lockers provided.
 - a. It is the responsibility of the visitor to provide his own lock.
 - b. Lockers found locked after visiting hours shall have the locks cut, the contents inspected, removed, logged and placed in evidence and an incident report shall be filed.
5. All persons entering the Uinta facilities shall be searched via a metal detector and may have items in their possession inspected to ensure the safety, security, management or control of the unit.
6. Purses, money, food, cigarettes, etc. shall not be allowed in the visiting room.

Incomplete or false information will result in **application DENIED*

DATE:

APPENDIX D - Sample Declaration of Minor Visitors

DECLARATION OF MINOR VISITORS

Information provided below is used for visiting purposes. Any information which proves to be inaccurate or false could result in the termination of any visit and may result in the suspension of visiting privileges.

INMATE to be visited: _____ **USP #:** _____

Housing Assignment: _____ **Cell #:** _____

Minors requesting visitation (please print):

<u>NAME</u>			<u>DOB</u>	<u>GENDER</u> (Circle one)
LAST	FIRST	MIDDLE	MONTH/DAY/YEAR	MALE or FEMALE
_____			____/____/____	M F
_____			____/____/____	M F
_____			____/____/____	M F
_____			____/____/____	M F

Additional names--please list on back

I _____ declare that I am the parent or legal guardian of the minors listed above OR have a notarized statement from the parent/legal guardian allowing minors to visit.

If the offender listed above is currently registered as a sex offender, I personally acknowledge that the minors listed above are not victims of the offender (listed above); nor are they immediately related to any victim(s) of the offender (i.e. brother, sister, stepbrother, stepsister, half brother or half sister).

DATED this _____ of _____, 19____.
DAY MONTH YEAR

Signature

UDC Staff Witness

APPENDIX E - Visiting Dress Code

Visitors must be modestly dressed to be permitted to visit. If there is any doubt in your mind about acceptable attire, don't wear it or bring a mode change of clothing with you. The following apparel is not allowed in the visiting areas:

1. Shorts of any kind
2. Dresses, skirts, or culottes higher than three inches above the knee
3. Halter, tank or sun tops
4. Sheer blouses or sheer clothing of any kind
5. Jackets, jacket sweaters, suit jackets or coats
6. Wrap around blouses, dresses or skirts
7. Blouses or tops that come just to the waist or show bare midriff
8. Blouses or tops with zipper down fronts
9. Tops with hoods
10. Blouses, dresses or tops that show any cleavage
11. Sleeveless blouses, dresses or tops
12. Skirts or dresses with more than five inch split, either in front, back, or sides

The following items are not allowed in the visiting areas:

1. Purses, wallets, or any legal tender (paper money, coins, etc.).
2. No contraband is allowed to enter the visiting room. Contraband is defined as follows:
Escape materials, burglary tools, unauthorized drugs, intoxicants, unauthorized chemicals, weapons, explosives, or any item determined by the institution to be of such a serious nature or in such a quantity so as to pose a threat to personal or institutional safety and security or undermine authority and/or destroy rehabilitative goals.
3. Hats, caps, or other headwear (headbands, scarves, etc)
4. Cigarettes, cigarette lighters, gum, candy, drugs or other food (medication, in which a life threatening situation exists, may be taken in by an officer)
5. Pictures, letters, or any property (checks or such items that need only a signature from the inmate may be taken in by an officer)

NOTE: Please do not bring any of the above items into the institution, as the visiting officers are not responsible for any items.

APPENDIX F - Sample Visitor's Consent Form

I, _____, am an approved visitor for inmate
Visitor's Name (please print)

_____. I received a copy of the visiting procedures on
Inmate's Name (please print)

_____. I have read and understand the visiting procedures I have been issued and
Date
shall comply with all present and future rules, policies, and procedures.

YOU ARE REQUIRED TO ANSWER THE FOLLOWING QUESTIONS:

1. Are you a current employee of the Department of Corrections? Yes____ No____
2. Are you an ex-employee of the Department of Corrections? Yes____ No____
3. Are you currently a volunteer, contractor, or (student) intern
for the Department of Corrections? Yes____ No____
4. Are you an ex-volunteer, contractor, or (student) intern
for the Department of Corrections? Yes____ No____
5. Are you currently visiting another inmate? Yes____ No____

If yes, please list their names: _____

6. Are you a victim of the inmate you are approved to visit? Yes____ No____
7. Are any of the minor children which you may escort to visiting a
victim of the inmate you wish to visit? Yes____ No____

FALSIFICATION OF ANY INFORMATION SHALL BE GROUNDS FOR DENIAL!

Visitor's Signature

Witnessing Officer's Signature